

**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, March 24, 2022 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Roger Dixon (via Zoom)  
Briawna Hugh, Vice-Chair  
Claude Jones, Chair  
Lynn Lonsdale  
Kim Rodela, City Council Rep.  
Kevin Tams

**Other**

Donna Cardon, Library Director and  
Board Executive Officer

**Absent Board Members**

None

A quorum of the Board being present, Chair Claude Jones welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:05 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Public Comment**

None.

**2. Consent**

1. *Approve minutes from 01/2022 meeting*

Jessica Anderson moved to approve the consent agenda. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Briawna Hugh
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed. Kim Rodela joined the meeting. Roger Dixon joined the meeting via Zoom.

### **3. Reports**

#### *1. Director's Report*

Donna Cardon gave her report. Total number of patrons are up, and most other numbers are up compared to a year ago. The Fairytale Ball was a roaring success. There were openings for 300 people and 287 people attended. The mayor did a great job as the Beast's valet. The library also hosted an author talk and book signing with Jason Wright and Heather Moore. Other programs are growing and doing well.

Coming up, the library will celebrate National Poetry Month with a poetry competition. Picture book author, Brian Russo, will be coming to promote his book *Yoga Bunny*. And the library is preparing for the Summer Reading program, including a kickoff event. Kim and Donna will be attending the Utah Library Associate Conference, and Donna will be presenting on community assessments.

In other news, there is a patron who would like to donate her collection of specialty baking pans to the library. If they are in good condition, the library plans to make those available for checkout. (The challenge will be storage.) Plus, there will be two new grandparent-themed discovery kits. The library has also decided to postpone the financial audit with Fred Philpot until the next fiscal year, because he is in the process of working on an impact fee analysis for the city. The library budget is in good shape for now, due to the reduced staff. The library has also been working to complete the spending on six active grants. In the next fiscal year, Donna is looking to apply for a very specific ADA-compliance grant, that only comes up sporadically, for automatic doors.

Donna has been working on the community assessment initiative by attending local PTA meetings, interviewing patrons, and preparing an online survey.

Briawna Hugh left the meeting.

### **4. Action/Policy Items**

None.

### **5. Discussion Items**

## 1. *Community Assessment*

Donna led the discussion of what the board members had observed in the community over the last couple of months. Jessica Anderson shared a list of needs she compiled from talking and listening to members of the community:

- access to book club books
- access to medical information
- access to legal information
- help with elder care issues like powers of attorney and health care directives
- access to research databases (to evaluate studies)
- help with kids who have fallen behind because of Covid
- knowledge about government programs (disability, worker's comp, welfare, social security, early intervention, etc.)
- language learning resources, especially in Chinese (Alpine Elementary)
- ways to build a community outside of religion
- information about volunteer needs and donation needs
- information about and tools for interior decorating and home repair
- information about how and where to recycle various items (glass, plastic bags, fabric)
- tools to balance kids' uses of screens
- mental health resources (fidgets, therapy, etc.)
- information about plant-based diets and environmentally friendly purchasing

The board continued the discussion, adding community needs to the list as follows:

- digital books
- children's programs
- Battle of the Books – adapt the program to do something similar in the summer
- tutoring
- wedding reception items, like easels, centerpieces, vases
- large format printer
- business books
- education courses

Claude observed that it appears that people who don't use the library are not interested, but the people who use the library use it a lot. We need to expand the reach of the library.

## 2. *Automatic renewals*

The Board discussed the issue of automatic renewals. The library is feeling a little pressure from some patrons, because all of the other NUCLC libraries are fine free. One way we could move toward a fine free model is to implement automatic renewal. If automatic renewals were in place, an item would originally be checked out for the normal three weeks. If they don't return it after the three weeks, the patron will get an email notifying them that the item has been automatically renewed. This would happen a second time after the conclusion of that three weeks, meaning an item would be automatically renewed, if not returned, for up to nine weeks. If an item is placed on hold, it would not automatically renew.

The library currently collects about \$10,000 a year in overdue fines. Implementing automatic renewals would likely cut that amount in half. There would also be an initial \$700 set up fee for SirsiDynix to set up the automatic renewals. The library will have a budget shortage in the coming years. The board discussed the question of whether fees hurt the patrons or enable them, and how the library can move toward being fine free. Collecting fines costs staff time - about 3-5 minutes to process a payment. At about 40 transactions a week, that is about 2 hours of staff time a week. The board also discussed the potential PR benefit of fees versus going fine free. There will also be the issue of the City Council examining the budget issues and questioning why the library would get rid of an income stream. Donna noted that fine free is an accepted normal in libraries across the country and is something we need to aim for to keep up with the times.

The board discussed the desirability of getting information from other Utah libraries that have gone fine free (and those that haven't) and the impact the change has had. Donna said she would do some due diligence and report back.

Kim Rodela left the meeting.

## **6. Future Agenda Items**

- Recruiting new members
- Approve budget
- Circulation policy adjustments for pans
- Continue discussion of community assessment items
- Consider fee policy adjustments for automatic renewal

The Board's next regular meeting is scheduled for April 28, 2022 at 7:00 p.m.

## 7. Adjournment

Jessica Anderson moved to adjourn the Library Board meeting. Kevin Tams seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Roger Dixon
Yes	Claude Jones
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:18 p.m.

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I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on March 24, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.